

How to Write Goals and Create Them in ASSIST

1. Get your targets from your [School Report Card](#) (KDE, Open House, School or District Report Card). KPREP, CCR, and Achievement targets are found on the Delivery Tab. Graduation Targets can be found on the Accountability Tab.
2. Write your goals on paper (follow the guidelines below). The state goals are the same for all districts and schools.
3. Use the target information for your school or district to write your goals.
4. Write the goals on paper using the guides found on the individual target bubble sheets found on the [Comprehensive Improvement Planning website](#):

ASSIST KBE - K-Prep Scores

Increase the averaged combined reading and math K-Prep scores for elementary and middle school students from 44% to 72% in 2017.

ASSIST KBE - Freshman Graduation Rate

Increase the average cohort graduation rated from 76% to 90% by 2015.

ASSIST KBE - CCR Students

Increase the percentage of students who are college and career ready from 24% to 68% by 2015.

ASSIST KBE - Achievement Gap

Increase the average combined reading and math proficiency ratings for all students in the non-duplicated gap group from 33% in 2012 to 66.5% in 2017.

ASSIST KBE – Next Generation Professionals – Teachers

Increase the percentage of effective teachers from _____% in 2015 to _____%% in 2020.

ASSIST KBE – Next Generation Professionals – Principals

Increase the percentage of effective principals from _____% in 2015 to _____% in 2020.

Write the goals that apply to your level:

Elementary: K-Prep Scores, Achievement Gap, and Next Generation Professionals

Middle: K-Prep Scores, CCR Students, Achievement Gap, and Next Generation Professionals

High: K-Prep, Freshman Graduation Rate, CCR Students, Achievement Gap, and Next Generation Professionals

District: K-Prep, Graduation Rate, CCR, Achievement Gap and Next Generation Professionals

You can have as many goals, activities and strategies as you want but address these first.

When you go into ASSIST, there will be tabs across the top, click on Goals and Plans



Start with *Create a Goal*....that is where you begin. When you have the option of saying

whether it is academic or organizational, click on organizational even if that doesn't make sense to you (explained in FAQ).....get started!

EXAMPLES:

Goal 1...same for everybody, it is the STATE goal. (In Assist: you will type this in a box)
Increase the averaged combined reading and math K-Prep scores for elementary and middle students from 44% to 72% in 2017

Objective.this is your target found behind your delivery tab in your School Report Card in Open House

Collaborate to increase the overall reading and math for Smith Elementary from 47.6 to 56.8 by May 2013 as measured by K-Prep

In Assist it will ask you a series of questions a) there will be a drop down box for what you are going to do (collaborate) then a narrative box to do what (increase the overall reading and math for Smith Elementary) by when (drop down calendar) as measured by what (K-Prep)

Strategy... On the bubble sheets on the [Comprehensive Improvement Planning website](#) the link that starts with ASSiST there is a sheet that says...KPREP....on the far right side are the strategies to choose from.

*In Assist they will ask you the strategy name: Literacy initiative (type it in)
How will the strategy work? (narrative box) All third and fourth grade teachers will be trained, deploy and will be monitored for fidelity*

State the research (this is optional but a great opportunity to tell folks why you are doing this)
Kentucky Initiative

Activity....There are some suggested activities on the bubble sheets
In ASSIST:

*Activity Name: Provide technical reading material for middle school students based on career interest identified in the ILP
Type of activity: (Drop down box) Academic Support
Begin Date: 8/1/2012 (this will be a click on calendar)
End Date: 5/4/2012 (this will be a click on Calendar)
Resource Assigned: \$1,000
Source of Funding: Title I (drop down menu)
Responsible staff: Mrs. White, Mrs. Smith, Mr. Green*

Goal 2...same for everybody, it is the STATE goal. (In Assist: you will type this in a box)
Increase the average freshman graduation rate from 76 to 90% by 2015

Objective...this is your target found behind the accountability tab Next Gen Learners in your School Report Card in Open House

Collaborate to increase the freshman graduation rate from 47.6 to 56.8 by May 2013 as measured graduation formula

In Assist it will ask you a series of questions a) there will be a drop down box for what you are going to do (collaborate) then a narrative box to do what (increase the freshman

graduation rate from 76 to 90 %) by when (drop down calendar) as measured by what (graduation formula)

Strategy... On the bubble sheets on the [Comprehensive Improvement Planning website](#) the link that starts with ASSIST there is a sheet that says...graduation rate....on the far right side are the strategies to choose from.

In Assist they will ask you the strategy name: Career Readiness Pathway (type it in)

How will the strategy work? (narrative box) The SBDM will develop and deploy the plan

State the research (this is optional but a great opportunity to tell folks why you are doing this)
Kentucky Initiative

Activity... There are some suggested activities on the bubble sheets

In ASSIST:

Activity Name: Utilize the ILP in order to place freshmen in CTE courses aligned with their career interests (Strategy: Career Readiness Pathways)

Type of activity: (Drop down box) Policy and process

Begin Date: 8/1/2012 (this will be a click on calendar)

End Date: 5/4/2012 (this will be a click on Calendar)

Resource Assigned: 0

Source of Funding: NA (drop down menu)

Responsible staff: Counselor Blue and Mrs. Scarlett

Goal 3... same for everybody, it is the STATE goal. (In Assist: you will type this in a box)

Increase the percentage of students who are college and career ready from 34% to 68% by 2015

Objective... this is your target found behind the Delivery tab in your School Report Card in Open House

Collaborate to increase the college and career ready percentage by May 13, 2013 from 36% to 48% as measured by the Unbridled Learning CCR formula.

In Assist it will ask you a series of questions a) there will be a drop down box for what you are going to do (collaborate) then a narrative box to do what (increase the college and career ready percentage from 36 to 48%) by when (drop down calendar) as measured by what (unbridled learning formula)

Strategy... On the bubble sheets on the KDE website (school improvement, comprehensive planning) the link that starts with ASSiST there is a sheet that says...College and Career Ready....on the far right side are the strategies to choose from.

In Assist they will ask you the strategy name: Academic and Career Advising (type it in)

How will the strategy work? (narrative box) The Counselors and representative teachers from each grade level will develop and deploy the plan

State the research (this is optional but a great opportunity to tell folks why you are doing this)
Kentucky Initiative

Activity... There are some suggested activities on the bubble sheets

In ASSIST:

Activity Name: Develop, promote, and implement Operation Preparation for 8th and 10th grade students

Type of activity: (Drop down box) Career Preparation/orientation

Begin Date: 8/1/2012 (this will be a click on calendar)

End Date: 5/4/2012 (this will be a click on Calendar)

Resource Assigned: 0

Source of Funding: NA (drop down menu)

Responsible staff: Mrs. Gates (8th grade lead teacher) Mrs. Smith (sophomore class sponsor) Mrs. Bates (counselor) and Mr. Fence (SBDM rep)

Goal 4...same for everybody, it is the STATE goal. (In Assist: you will type this in a box)

Increase the average combined reading and math proficiency ratings for all students in the non-duplicated gap group from 33% in 2012 to 66.5% in 2017

Objective...this is your target found behind the Delivery tab in your School Report Card in Open House

Collaborate to increase the average combined reading and math proficiency ratings for all students in the non-duplicated gap group from 22% to 36% by May 13, 2013 as measured by K-PREP

In Assist it will ask you a series of questions a) there will be a drop down box for what you are going to do (collaborate) then a narrative box to do what (increase the average combined reading and math proficiency ratings for all students in the non-duplicated gap group percentage from 36 to 48%) by when (drop down calendar) as measured by what (KPREP)

Strategy... On the bubble sheets on the KDE website (school improvement, comprehensive planning) the link that starts with ASSiST there is a sheet that says...College and Career Ready....on the far right side are the strategies to choose from.

In Assist they will ask you the strategy name: Best Practice (type it in)

How will the strategy work? (narrative box) The language arts and math teachers in PLC will develop plans to implement; principal Smart will monitor and provide feedback

State the research (this is optional but a great opportunity to tell folks why you are doing this) Kentucky Initiative

Activity...There are some suggested activities on the bubble sheets

In ASSIST:

Activity Name: Provide applied learning math/language arts lesson through CTE classes (Math in CTE and style strategies)

Type of activity: (Drop down box) Academic Support

Begin Date: 8/1/2012 (this will be a click on calendar)

End Date: 5/4/2012 (this will be a click on Calendar)

Resource Assigned: \$600

Source of Funding: Perkins Funds (drop down menu)

Responsible staff: Mrs. Elephanzo (math department chair) Mrs. Tigress (language arts chair) Mrs. Lioness (CTE rep)

Goal 5...Next Generation Professionals (Teachers and Principals)

Improvement Plans for the 2013-2014 schools must address the new goal for Next Generation Professionals and the Professional Growth and Effectiveness System (PGES).

Schools and districts will not have measurable data for this KBE goal because it is currently in the pilot phase preparing for implementation statewide next year. The goal should focus on what schools and districts are doing to prepare for the “implementation” of the PGES. This may include items such as

- Training on the multiple measures
- Certification of Principals in the Danielson Framework for observations
- Scaling up to ensure everyone is trained and prepared for the new system in 2014-2015
- Certificate Evaluation Plans (District Level)

Example:

Goal: Ensure that all teachers and principals receive training and are provided support and guidance of the Professional Growth and Effectiveness System (PGES).

Objective: Collaborate to ensure that all teachers are trained and coached in writing Professional Growth Plans by May 1, 2014 as measured by the training and guidance provided during the preparatory pilot phase.

Strategy:

Name: Instruction on writing Professional Growth Plans

Description: Provide instructional sessions for all teachers on the PGES multiple measure for writing an effective and measureable Professional Growth Plan

Activity:

Name: Professional Growth Planning Guidance and Support

Type: Professional Learning

Description: Provide teachers with exemplars for PGP’s and provide guidance on how to use data and observation resources as guidance for writing measurable professional growth goals

Begin Date: January 1, 2014 **End Date:** May 1, 2014

Staff Responsible: Effectiveness Coaches, Principals

Funding Source: None

Funding Amount: \$0

Additional examples for the Next Generation Professionals Goal can be found in the “bubble sheets” located at [ASSIST - Next Gen Prof Principal](#) and [ASSIST - Next Gen Prof Teacher](#)

After the implementation of the PGES in 2014-2015 the state will then have data available to provide measurable objectives for effective teachers and principals. At that time schools and

districts will use the state goal in their plans and plan through their objectives the incremental growth of teachers and principals. The goal would then read:

Increase the percentage of effective teachers from ____% in 2015 to ____% in 2020

Increase the percentage of effective principals from ____% in 2015 to ____% in 2020.